



WHITEWATER EXPRESS CAR WASH

(346) 367-2500

106 VINTAGE PARK BLVD, #100
HOUSTON, TX 77070

WWW.WHITEWATERCW.COM

How to Assign a Hiring Manager

Assign each job in JazzHR a Hiring Manager. Here's how:

- Step 1: Click **Jobs**.
- Step 2: Click the job for which you want to assign a Hiring Manager.
- Step 3 : Click **Edit Job**.

JazzHR DASHBOARD **JOBS** CANDIDATES REPORTS SETTINGS

Jobs [VIEW CAREER PAGE](#) [+ CREATE JOB](#) [SAVE MY VIEW](#)

MY OPEN JOBS **ALL JOBS** OPEN DRAFTING [COLUMNS](#) [SHOW FILTERS](#)

Job Title	Date Created	Job Status	Total Candidates	New Candidates	Active Candidates	Hired Candidates	Actions
Assistant Manager WX715 WX715 Woodhaven, MI	2024-01-26	Open	16	14	0	0	View Live Posting Upload Candidates Promote Job Create Task Edit Job Clone Job Delete Job
Assistant Manager WX123 WX123 Orange, TX	2024-01-26	Open	100	92	6	0	
Assistant Manager WX702 WX702 Battle Creek, MI	2024-01-26	Open	4	2	1	0	
Assistant Manager WX601 WX601 Lexington, KY	2024-01-26	Open	8	1	0	0	

- Step 4 : Click the **Team** tab.
 - Click > Add Team Member - Select your General Manager



WHITEWATER EXPRESS CAR WASH

(346) 367-2500

106 VINTAGE PARK BLVD, #100
HOUSTON, TX 77070

WWW.WHITEWATERCW.COM

JazzHR

DASHBOARD JOBS CANDIDATES REPORTS SETTINGS

0 130

Assistant Manager > Edit Job

OPEN

Post

Application

Workflow

Team

Refer

Promote

Choose the right team for the job.

This job's hiring team can include groups or individual people who are helping you fill this position.

HIRING TEAM MEMBERS

Doug Cookston	Vice President of Operations	Super User	
Devon Keigley	Regional Director	Super Administrator	
Joe Maurer	Area Director	Recruiting User	
Brad Osborne	Regional Vice President	Super Administrator	
Recruiting Team	Group	5 people	

+ ADD TEAM MEMBER

☒ Restrict the visibility of this job to people with Admin privileges and the Hiring Team. When should I do this?

- Step 5 : Click the **drop-down caret** next to the name of the preferred team member.
- Step 6 : Select **Make Hiring Manager** from the drop-down.



WHITEWATER EXPRESS CAR WASH

(346) 367-2500

106 VINTAGE PARK BLVD, #100
HOUSTON, TX 77070

WWW.WHITEWATERCW.COM

Assistant Manager > Edit Job

OPEN

Post	Application	Workflow	Team	Refer	Promote
<p>Choose the right team for the job.</p> <p>This job's hiring team can include groups or individual people who are helping you fill this position.</p>					
<p>HIRING TEAM MEMBERS</p>					
Doug Cookston	Vice President of Operations	Super User			
Devon Keigley	Regional Director	Super Administrator			
Joe Maurer	Area Director	Recruiting User			
Brad Osborne	Regional Vice President	Super Administrator			
Recruiting Team	Group	5 people			
<p>+ ADD TEAM MEMBER</p>					
<p><input checked="" type="checkbox"/> Restrict the visibility of this job to people with Admin privileges and the Hiring Team. When should I do this?</p>					

- Step 7 : Change Hiring Manager - Click > **Change**

CHANGE HIRING MANAGER?

This change can remove functionality for the current hiring manager and grant more access to this person. [Learn more.](#)

Are you sure you want to change the hiring manager?

CANCEL CHANGE